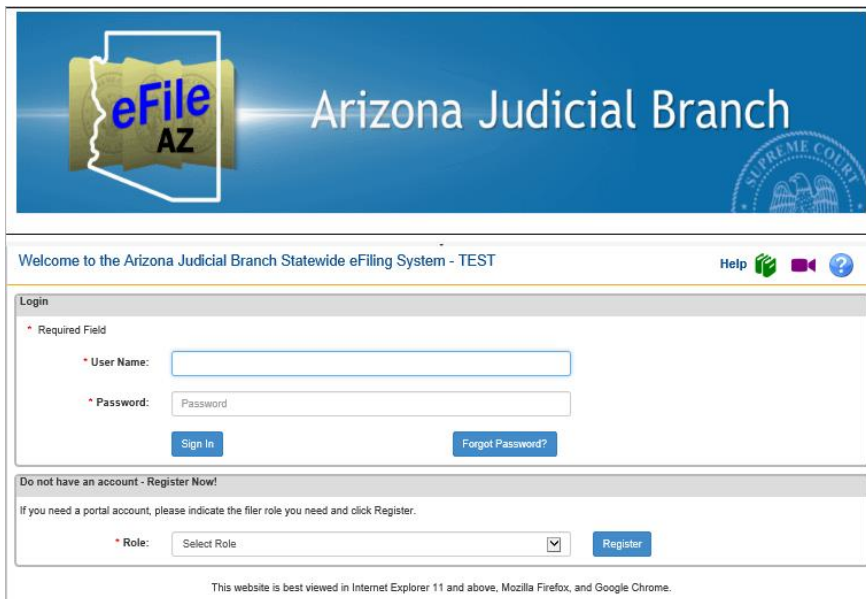
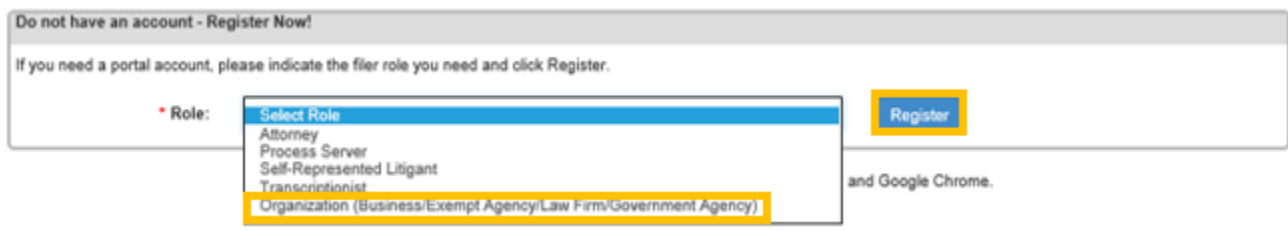


How to Register as a Law Firm/Business/Government Agency/Exempt Agency

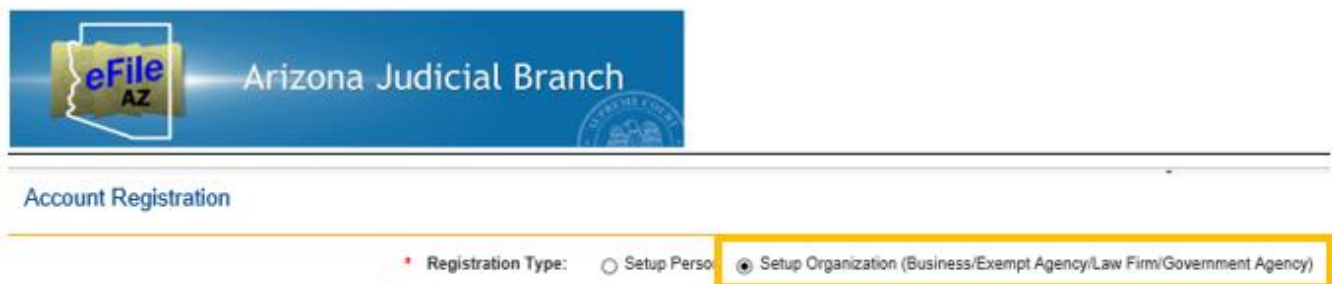
1. Access the website <https://efile.azcourts.gov>.



2. In the 'Register Now' section, select the role *Organization* from the drop-down menu and then click *Register*.



3. Select *Setup Organization* from the top of the 'Account Registration' screen.



4. Enter the information in the 'Organization Information' fields. Select [Law Firms](#) from the 'Type' drop-down. Fields marked with a red asterisk (*) are required.

Registration Type: ☐ Setup Person ☒ Setup Organization (Business/Exempt Agency/Law Firm/Government Agency)

* Organization Name:

* Type: Select
 Business
 Exempt Agency
 Government Agency
 Law Firms

* Primary Email:

Alternate Email1/Email2: Alternate Email2:

* Address 1/2: Address 2:

* Country/City: UNITED STATES City:

* State/ Zip Code: Select State Zip Code:

Phone # (Format ###-###-####): Extension:

[Copy Contact Information to Administrator](#)

5. Select [Firm Administrator](#) from the 'Role' drop-down in the 'Administrator' section.

Administrator

ID State/Number:

* Role: Select Role
 Attorney
 Process Server
 Firm Administrator

6. Enter the Firm Administrator's information and click [Register](#).

* Password:

* Re-type Password:

* Security Question: Select Security Question

* Security Answer:

* First: Middle: * Last: Suffix:

Name:

* Primary Email:

Alternate Email1/Email2: Alternate Email2:

* Address 1/2: Address 2:

* Country/City: UNITED STATES City:

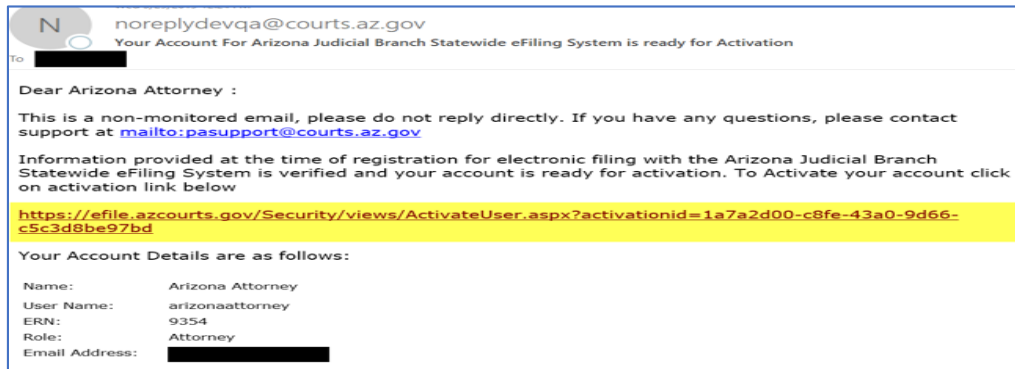
* State/ Zip Code: Select State Zip Code:

Phone # (Format ###-###-####): Extension:

CONSENT TO EMAIL SERVICE: By electronically filing through Arizona Judicial Branch Statewide eFiling System I understand and agree to electronic service of court documents submitted on my cases via email at the address(es) I have provided.

*Be sure to select a security question and answer that are easily remembered as this will be used to activate your account and to access your account if you ever forget your password.

7. After clicking [Register](#), an email from noreplydevqa@courts.az.gov will be sent to the firm administrator's email address. Select the hyperlink in the body of the email to activate the account.



8. Under 'Account Activation', enter the answer to the security question selected during registration and click [Activate](#).

9. Enter the username and password created for the account to log in.